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From: DOD, ARMY, ORGANIZATIONS, ARMY OPERATIONS CENTER, AOC CAT
OPSWATCH
G3 DAMO AOC(MC)
Subject: ALARACT - ARMY G4 PROPERTY ACCOUNTABILITY GUIDANCE

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REF:

A. MSG/ALARACT/152341Z NOV 05/SUBJECT: ALARACT VCSA SENDS PROPERTY ACCOUNTABILITY DURING DEPLOYMENT AND REDEPLOYMENT

B. MSG/ALARACT/221958Z NOV 05/SUBJECT: ALARACT - PROPERTY ACCOUNTABILITY DURING DEPLOYMENT AND REDEPLOYMENT

C. EMAIL TO GENERAL OFFICER MANAGEMENT OFFICE (GOMO) (SES MANAGEMENT)/121703Z JUN 06/SUBJECT: CSA SENDS: PROPERTY ACCOUNTABILITY

1. ON 12 JUNE 2006, THE CHIEF OF STAFF OF THE ARMY (CSA) SENT AN EMAIL THROUGH GENERAL OFFICER CHANNELS ASKING ALL ARMY LEADERS TO RENEW THEIR FOCUS ON PROPERTY ACCOUNTABILITY. THIS FOLLOW-ON MESSAGE IS INTENDED TO PROVIDE GUIDANCE/CHANGES AND REINFORCE REGULATORY PROCEDURES TO ENSURE THAT PROPERTY IS ACCOUNTED FOR. ACCOUNTABILITY RESPONSIBILITIES INCLUDE PROPER USE, CARE, CUSTODY, SAFEKEEPING, AND DISPOSITION OF ALL GOVERNMENT PROPERTY ENTRUSTED TO UNITS AND INDIVIDUALS.

2. THE CHALLENGES OF FIGHTING A PROTRACTED GLOBAL WAR ON TERRORISM, COUPLED WITH MODULAR FORCE TRANSFORMATION AND GLOBAL REPOSITIONING OF THE TOTAL FORCE, MAKE PROPERTY ACCOUNTABILITY EXTREMELY CHALLENGING. IN MAY 2003, WE IMPLEMENTED A LIMITED WARTIME ACCOUNTABILITY POLICY. THE CONTINUATION OF THAT POLICY FOR THREE YEARS HAS LED TO A DEGRADATION IN EQUIPMENT VISIBILITY WHICH IMPACTS THE ARMY'S ABILITY TO RESUPPLY, REFIT, AND GENERATE FORCES. IN NOV 05, WE RESCINDED THAT LIMITED WARTIME ACCOUNTABILITY POLICY. THIS RESCISSION ALONE WILL NOT RESOLVE ALL OF OUR CHALLENGES. THE ARMY MUST HAVE ACCOUNTABILITY AND VISIBILITY FROM THE INDIVIDUAL THROUGH THE CORPORATE LEVEL.

3. PROCEDURES OUTLINED IN AR 735-5 AND AR 710-2 ARE THE CORNERSTONE TO MAINTAINING PROPERTY ACCOUNTABILITY. OUR ABILITY TO EQUIP A FORCE IN MOTION IS DEPENDENT UPON SUPPLY DISCIPLINE AND ADHERENCE TO PROPERTY ACCOUNTABILITY POLICIES, PROCESSES AND PROCEDURES. THE FOLLOWING PARAGRAPHS ARE INTENDED TO FOCUS ON AREAS REQUIRING ADDITIONAL EMPHASIS.

3.A. ESTABLISH AN AGGRESSIVE COMMAND SUPPLY DISCIPLINE PROGRAM (CSDP). APPOINT CSDP COORDI(NAT)ORS AND ENSURE A CSDP IS IMPLEMENTED BY ALL SUBORDINATE ELEMENTS. ADD TO THE PROGRAM AS NECESSARY TO ACCOUNT FOR ANY UNIQUE REQUIREMENTS. A COPY OF THE ARMY COMMAND AND ARMY DIRECT REPORTING UNIT CSDP COORDI(NAT)OR APPOINTMENTS WILL BE SENT TO THE ARMY

G4 CSDP COORDI(NAT)OR FOR PERIODIC PROGRAM UPDATE COORDINATION.

3.B. EXECUTE ALL LATERAL TRANSFERS BY USING THE AUTOMATED DA FORM 3161 IN THE PROPERTY BOOK UNIT SUPPLY ENHANCED (PBUSE) SYSTEM. FOR UNITS DEPLOYED TO OIF/OEF, EXECUTE TRANSFERS PER ARMY G3 FRAGOS.

3.C. ACCOUNT FOR ALL END ITEMS AND CORRESPONDING COMPONENTS. COMPONENTS OF END ITEMS MUST BE ON-HAND OR ON ORDER. DOCUMENT SHORTAGES USING A SHORTAGE ANNEX OR A COMPONENT HAND RECEIPT.

3.D. ASSIGN RESPONSIBILITY FOR EQUIPMENT TO THE USER BY SUB-HAND RECEIPTS.

3.E. PERFORM ADMINISTRATIVE ADJUSTMENTS TO THE PROPERTY BOOK USING FORMAL PROCEDURES, WITH DOCUMENTATION IN THE SUPPORTING DOCUMENT FILE.

3.F. ACCOUNT FOR CLASS I AND V BASIC AND OPERATIONAL LOADS ON PROPERTY BOOKS. DEPLOYED ARCENT UNITS ARE CURRENTLY EXEMPT FROM REPORTING LOT NUMBER QUANTITIES OF CLASS V BASIC LOAD EXCEPT FOR PHYSICAL SECURITY RISK CATEGORY 1, CONTROLLED INVENTORY ITEM CODE (CIIC) 6, AND 30MM HEDP AMMUNITION, WHICH WILL BE ACCOUNTED FOR BY SERIAL NUMBER AND LOT NUMBER.

3.G. EQUIPMENT LOST AS A RESULT OF CONTACT WITH THE ENEMY, CONTAMINATION, OR ABANDONMENT WILL BE ADJUSTED USING PROCEDURES IN AR 735-5. LOGISTICS SPOT REPORTS ARE NOT A VALID METHOD OF ADJUSTING THE PROPERTY BOOK.

3.H. ITEMS THAT ARE DEEMED UNECONOMICALLY REPAIRABLE AS A RESULT OF ENEMY CONTACT (COMBAT LOSSES) SHOULD BE TURNED IN TO RELIEVE THE HAND RECEIPT HOLDER OF ACCOUNTABILITY AND RESPONSIBILITY.

3.I. COMPLETE, DOCUMENT AND VERIFY ALL REQUIRED INVENTORIES.

4. LEADERS MUST BE AWARE OF INCIDENTS REQUIRING FINANCIAL LIABILITY INVESTIGATION OF PROPERTY LOSS, DOCUMENTED USING A DD FORM 200. EFFECTIVE UPON RELEASE OF THIS MESSAGE, THE APPROVING AUTHORITY FOR A LIABILITY INVESTIGATION WILL BE THE FIRST COLONEL OR SUPERVISORY GS-15 IN THE RATING CHAIN. FOR FINAL LOSS OR DAMAGE OF \$100,000 OR GREATER, OR ANY FINAL LOSS OF A CONTROLLED ITEM, THE APPROVING AUTHORITY WILL BE THE FIRST GENERAL OFFICER OR SENIOR EXECUTIVE SERVICE CIVILIAN IN THE RATING CHAIN. THE FINANCIAL LIABILITY INVESTIGATION WILL NOT BE FINALIZED BY THE APPROVING AUTHORITY UNTIL ALL ITEMS THAT WERE FOUND DURING THE INVESTIGATION ARE REENTERED ONTO ACCOUNTABLE RECORDS. THESE CHANGES WILL APPEAR IN THE NEXT PUBLICATION OF AR 735-5, PARAGRAPHS 13-17 AND 14-14.

5. TO GAIN ACCOUNTABILITY FOR LOCALLY PURCHASED ASSETS, THE SUPPORTING PBO WILL BE PROVIDED RECEIPTS WITHIN FIVE DAYS FOR ALL ITEMS PURCHASED TO DETERMINE THE APPROPRIATE ACCOUNTING REQUIREMENTS CODE (ARC). ALL NON-EXPENDABLE ITEMS WILL BE ADDED TO THE PROPERTY BOOK AND THE HAND RECEIPT OF THE COMMANDER OF THE UNIT FOR WHICH THE PROPERTY WAS PURCHASED. THE PURCHASING UNIT WILL COMPLETE ASSIGNMENT OF RESPONSIBILITY FOR DURABLE AND EXPENDABLE ITEMS TO THE USER LEVEL.

6. ENSURE SUPPORTING PBOS RECEIVE PROPER DOCUMENTATION TO MAINTAIN ACCURATE ACCOUNTABILITY RECORDS. TRANSACTIONS REQUIRING PROPER

DOCUMENTATION INCLUDE: ISSUES FROM SUPPLY SUPPORT ACTIVITIES (SSAS) AND PROJECT MANAGERS (PMS); TURN-INS OF EQUIPMENT TO SSAS AND DEFENSE REUTILIZATION AND MARKETING OFFICES (DRMOS); AND MAINTENANCE TRANSACTIONS RESULTING IN SERIAL NUMBER CHANGES.

7. COMPLETE AND ACCURATE DATA IN OUR AUTOMATED SYSTEMS WILL ONLY BE POSSIBLE THROUGH A CULTURE OF ACCOUNTABILITY AND RESPONSIBILITY THAT WE INSTILL IN OUR SOLDIERS, NCO AND OFFICER CORPS, DEPARTMENT OF THE ARMY CIVILIANS, AND OUR SUPPORTING CONTRACTORS. NEED LEADERS ASSISTANCE TO INSTILL THESE DISCIPLINED PRACTICES THROUGH COUNSELING AND PROFESSIONAL DEVELOPMENT SESSIONS, ROBUST COMMAND SUPPLY DISCIPLINE PROGRAMS, AND ASSISTANCE FROM LOCAL INSPECTOR GENERAL OFFICES TO ENSURE COMPLIANCE. WE WILL BE LOOKING AT PROPERTY ACCOUNTABILITY METRICS AS SPECIFIC TOPICS IN THE MONTHLY ARMY STRATEGIC READINESS UPDATES.

8. ACCURATE PROPERTY ACCOUNTABILITY IS EVERY LEADERS RESPONSIBILITY AND ESSENTIAL TO MEETING THE DEMANDS OF THE WAR ON TERRORISM AND ARMY READINESS. WE NEED TO ROLL UP OUR SLEEVES AND GET AFTER THIS TO ENSURE OUR MEN AND WOMEN HAVE THE BEST EQUIPMENT POSSIBLE TO ACCOMPLISH THEIR MISSION. NEED YOUR ASSISTANCE TO ENSURE CORRECT PROPERTY ACCOUNTABILITY PROCEDURES ARE IN PLACE. SUCCESS IS DEFINED AS 100% ACCOUNTABILITY OF ALL ARMY PROPERTY WITH FOCUS ON ENSURING ALL END ITEMS AND EQUIPMENT TRACKED BY SERIAL NUMBER ARE ACCURATELY RECORDED ON THE PROPERTY BOOK.

9. THE CSA HAS ASKED THAT YOU SHARE ANY USEFUL SUGGESTIONS OR INSIGHTS WITH ME. I LOOK FORWARD TO HEARING FROM YOU, WORKING TOGETHER, AND RESOLVING THIS MATTER. QUARTERMASTER PROPERTY ACCOUNTABILITY MESSAGE BOARDS EXIST ON LOGNET AT [HTTPS://LOGNET.BCKS.ARMY.MIL](https://lognet.bcks.army.mil) AND EMAILS CAN BE SENT TO TELLARMYG4@HQDA.ARMY.MIL.

EXPIRATION DATE CANNOT BE DETERMINED